

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2000 - JUNE 30, 2001**

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Department of the Alternate Public Defender

Division(s)/Unit(s): Criminal, Dependency and Juvenile

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	93	Hours	21656	x	\$15.39	=	\$ 333.285.84
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Types of work performed by GENERAL VOLUNTEERS in this category:

The department of the Alternate Public Defender has 7 programs utilizing volunteers in the following areas: Volunteer Lawyers, Law Clerks, Investigative Interns, Social Worker Interns, Paralegal Interns, Family Advocates and Office Volunteers. All volunteers help carry out APD's mission of representing its clients in criminal, dependency and juvenile matters. Volunteers offer valuable assistance in carrying out the daily routine of office procedures. During the volunteers time with APD the volunteers gain valuable experience and training. Volunteers also receive the satisfaction of helping people in need.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	0	Hours	0	x	\$ 15.39	=	\$ 0
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category: None

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

<u>Position</u>	<u>Hours</u>	x	<u>VCL</u>	=	<u>Dollar Benefit</u>
<u>Lawyers</u>	<u>730</u>	x	<u>50.60</u>	=	\$ <u>36,938.00</u>

No. Vol	3	Total Hours	730	Total Value	\$ <u>36.938.00</u>
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

Volunteers offer valuable assistance in carrying out the daily routine of office procedures. During the volunteers time with APD the volunteers gain valuable experience and training. Volunteers also receive the satisfaction of helping people in need.

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a: <u>93 APD Volunteers</u>	<u>21656</u>	\$ <u>333,285.84</u>
2b: <u>N/A</u>		\$
2c: <u>3 Lawyers</u>	<u>3</u>	\$ <u>36,938.00</u>

TOTALS:	<u>96</u>	<u>730</u>	\$ <u>370,223.84</u>
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3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

<u>Item Donated</u>	<u>Value</u>
• <u>Gift Certificates</u>	\$ <u>170.00</u>
• <u>Luncheon/Social</u>	\$ <u>900.00</u>

TOTAL VALUE \$ <u>1,070.00</u>

4. VOLUNTEER PROGRAM COSTS:

a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

• 6346 Coordinator	Hours <u>160</u>	x Rate \$ <u>24.31</u>	= <u>3,889.60</u>
<i>Volunteers and Public Services</i>			
• 0905 Student Worker	Hours <u>96</u>	x Rate \$ <u>11.94</u>	= <u>1,146.24</u>
• 5765 Investigator	Hours <u>50</u>	x Rate \$ <u>25.95</u>	= <u>1,297.50</u>
• 5765 Social Worker	Hours <u>180</u>	x Rate \$ <u>25.95</u>	= <u>4,671.00</u>
• 5750 Chief Investigator	Hours <u>25</u>	x Rate \$ <u>33.54</u>	= <u>838.50</u>
• 3921 Supervising Attorney	Hours <u>250</u>	x Rate \$ <u>50.60</u>	= <u>12,650.00</u>
• 3919 Deputy APD Attorney	Hours <u>200</u>	x Rate \$ <u>33.54</u>	= <u>6,708.00</u>

\$ <u>31,200.84</u>

b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours 200 x Rate 24.31 =

\$ <u>4,862.00</u>

- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

Item	Cost
<u>Certificates</u>	<u>308.00</u>
<u>Snack</u>	<u>600.00</u>
<u>Training Materials</u>	<u>780.00</u>

TOTAL OF OTHER PROGRAM COSTS =

\$ 1,688.00

- d. TOTAL OF VOLUNTEER PROGRAM COST =
(add 4a, 4b, and 4c)

\$ 37,750.84

5. **NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

- a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 370,223.84
- b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ 1,070.00
- ADD a + b \$ 371,293.84
- c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) (\$ 37,750.84)
- TOTAL PROGRAM BENEFIT** \$ 333,543.00

6. **RECRUITING:**

Please describe your recruiting programs:

- *Law Clerks: recruitment from three local law schools via clinical education programs, pro bono honors programs and career services*
- *Social Worker Interns: recruitment of students from SDSU of School of Health and Human Services*
- *Investigative Interns: recruitment of students from SDSU Criminal Justice Administration and SDUS and UCSD Political Science Internship programs*
- *Paralegals Interns: recruitment of students from San Diego Community Colleges*
- *Volunteer Lawyers, Family Advocates and Office Volunteers: recruitments of volunteers county-wide for churches, social groups and other community organizations*

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Alternate Public Defender Volunteers for the Juvenile Dependency Division (Primary Parent Office) received the Department Volunteers of the Year Award from the Board of Supervisors in April of 2000. The volunteers' collective responsibilities include making first contact with APD parent clients at court. Volunteers calm the client, direct the client questions and focus the clients on their problems, so that when they meet their attorneys the client can clearly state their problems to the attorney. The attorney can then better present their clients' case in court. Our volunteers also assess the social issues. They help devise a plan of action to reunify the family. By assessing the social issues and determining clients' individual strengths and weaknesses, our volunteers help the attorney develop and interpret their dependency cases.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2001-02:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

- *Continue to arrange speaking engagements with community organizations and agencies to seek volunteers.*
- *Continue to honor and recognize APD volunteers annually and to participate in the Board of Supervisors' annual Volunteers Recognition Month*
- *Participate in community career/job fairs to recruit volunteers*
- *Meet with co-workers who supervise volunteers and develop action plans*
- *Continue to monitor the volunteers' exit surveys for program evaluation*
- *Maintain our volunteer hours and the quality of the program*

9. **GENERAL INFORMATION:**

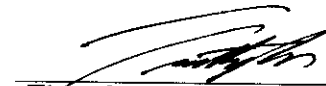
Name of Person Completing Report:

Volunteer Coordinator: William E.P. McCastle

Phone Number: (619) 446-2950/446-2990 Mail Stop D-37

E-Mail Address: wmccasap@co.san-diego.ca.us

10. **DEPARTMENT CERTIFICATION:**



Timothy A. Chandler, Alternate Public Defender
DEPARTMENT HEAD SIGNATURE

8/7/01

DATE